



Chicago Metropolitan Agency for Planning

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Sustainable Communities (LTA 0010) Local Technical Assistance Program Outreach and Community Engagement Positions October 29, 2010

Company/Agency: Chicago Metropolitan Agency for Planning
Job Category: Assistant and/or Associate Outreach Specialist (2 positions)
Experience Required: Varies by level
Salary Range: Contingent on level

The Chicago Metropolitan Agency for Planning (CMAP) is seeking to hire 2 full-time employees to help implement the Sustainable Communities Local Technical Assistance (LTA) program which will be funded through a three year grant. Both positions will be for the length of the grant only. Recruitment will be at the levels listed above. The range for an Assistant is \$42,000 – \$58,800, and the Associate is \$52,500 – \$73,500. Compensation will be commensurate with the level hired into and related qualifications and experience.

CMAP was created in 2005 to integrate planning for land use and transportation in the counties of Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will. On October 13 of this year, CMAP released GO TO 2040, the region's long-range comprehensive plan. The agency is now focusing on implementing the plan, which includes technical assistance to local governments as a major activity. For more information on GO TO 2040, visit www.cmap.illinois.gov/2040.

Position Description

The LTA program will create new resources for technical assistance and coordinate with existing technical assistance activities. It will result in a series of innovative, replicable projects in the Chicago region that support livability principles, implement GO TO 2040, and build capacity in local communities. This program will require travel throughout the region consistently working on-site at various municipalities; candidates must have the ability and willingness to work with communities across the region. The program is funded through the Sustainable Communities Initiative, a partnership between the federal agencies involved in transportation, housing and urban development, and the environment.

To obtain more information on the program, visit
www.cmap.illinois.gov/documents/20583/ae69da77-c17b-449e-bdc2-86a5c68c6013.

Qualifications and Skills

Outreach and Community Engagement Specialists (2 positions)

- The main responsibilities of these positions will be to build and maintain positive relationships and engage a diverse group of stakeholders and residents into projects pursued through the LTA program.
- One, or both, specialists should be fluent in Spanish and have experience successfully engaging populations traditionally left out of the planning process including minority and low-income communities. These individuals should have demonstrated experience in utilizing creative and innovative communication mechanisms and messaging to ensure the fullest involvement of community residents possible.
- Other responsibilities include assisting with the development and translation of materials and activities for planning and technical concepts to inform, educate, and encourage public involvement within technical assistance efforts.

Education and/or Experience

A Bachelors degree in Planning, a related discipline, or a field related to communications is required. A Masters degree is preferred. Experience of up to 2 years is required for the Assistant level and 2 to 5 years for the Associate level. Candidates should have excellent communication skills, including facilitation skills, and the ability to develop cohesive relationships with stakeholder groups. Demonstrated ability to manage and contribute to complex projects is required.

Contact Information

Send your resume and cover letter with contact information and **Job Code: LTA 0010**

Email:

hresources@cmap.illinois.gov

Mail:

Human Resources

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